

**STRATHFIELD
JRLFC**



RAIDERS

Strathfield Junior Rugby League Club Incorporated Constitution and Club Policies

Dated 23rd May, 2008

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SECTION A AIMS OF THE CLUB

- 01 To provide a positive and active environment for the promotion and development of rugby league in the Strathfield and surrounding Municipalities.
- 02 To encourage participation, improve skills, promote sportsmanship, and nurture the future of children in rugby league.
- 03 To provide a safe, fair and positive environment for players to enjoy rugby league.
- 04 To assist players to learn the value of team sport, encourage and foster the development of players' social and sporting skills as well as assist them in their personal growth.

SECTION B THE EXECUTIVE

05 The executive of the Club shall comprise of,

President
Vice President (s)
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer
Registrar
Grievance Officer
Assistant Registrar

Some roles may be combined if no other persons are willing to nominate for the above-mentioned positions. There must be a minimum of five members on the Executive.

- 06 Other sub-committees will be formed to organize fundraising, social events, ground management and age group managers. These committees may comprise of some Executive members. All decisions made by such committees must be sanctioned by the Executive.
- 07 The Executive members will have equal right to apply for and be nominated for team official positions. i.e. Coach, manager or trainer.
- 08 The Executive Committee must have close liaison with the Balmain District Junior Rugby League. At least one member should be a member of the B.D.J.R.L. Management Committee.
- 09 The Executive Committee shall finalise all sponsorships and at least two Executive members will represent the club at meetings with prospective sponsors.
- 10 The Executive Committee will decide on all the distribution of all team funds, which have been accumulated through fund raising or sponsorship.
- 11 The Executive Committee will monitor the behavior of all teams, players, officials and parents at training, games, social events or end of season trips. Any persons who have behaved in a manner contrary to the image and goodwill of the club will be requested to appear before the Executive and explain their actions. The Executive Committee will then take whatever action they deem necessary.
- 12 The Executive Committee may elect a member to such Committee in cases of members resignation during their term of office or if insufficient members being elected at the Annual General Meeting. Such elections must be sanctioned at the following general meeting.
- 13 All decisions pertaining to the day to day running of the club must be made of at least three Executive Members; other members must be informed of these decisions as soon as possible.
- 14 The Strathfield Raiders are affiliated with the Balmain District Junior Rugby League Club and all members will be bound by the **NSW RUGBY LEAGUE CODE OF CONDUCT as supplied by Balmain JRLFC on 17th August 2004.**
- 15 These Rules will be read in conjunction with the Model Rules for Incorporated Associations and where there is a conflict between these rules and those of the Model Rules for Incorporated Associations then these rules shall prevail.
- 15A** The Executive Committee may not compromise of more than two representatives of the one team.

SECTION C DUTIES OF THE EXECUTIVE

PRESIDENT

- 16 The President shall preside over all meetings in a fair and just manner giving all Members equal time in discussions.
- 17 The President will notify all Executive Members at least one week prior to Executive meetings to be held. He/She will advise the time and venue of such Meetings and the agenda to be discussed.
- 18 The President will advise all Club Members at least one week prior to all General Meetings. He/She will advise the time and venue of such meetings.
- 19 The President will have a casting vote, if required, in matters, which require a vote.

VICE –PRESIDENTS

- 20 The Vice President(s) shall preside over any meetings required in the absence of the President.
- 21 The Vice- Presidents(s) may hold other Executive positions and may be chairman to sub-committees.

SECRETARY

- 22 The Secretary shall keep records of all meetings, which are held.
- 23 The Secretary shall receive all incoming correspondence and advise the meetings of such information.
- 24 The Secretary shall send all club correspondence as required or requested by the club.
- 25 The Secretary shall liaise between the club and sponsors, sub-committees. Balmain District Junior League, other clubs, and organizations
- 26 The Secretary shall provide copies of the previous meetings minutes, to all members at general meetings.

ASSISTANT SECRETARY

- 27 The Assistant Secretary shall assist the Secretary in all the required duties of the Secretary
- 28 The Assistant Secretary shall fulfill the duties of the Secretary in the absence of the Secretary at any meetings.

TREASURER

- 29 The Treasurer shall receive all incoming monies and deposit all such monies in the Club bank account.
- 30 The Treasurer shall pay all club accounts as agreed by the Executive Committee and or Club Members.
- 31 The Treasurer shall submit a balance sheet to all general meetings. This balance sheet is to be made accessible to all club members.
- 32 The Treasurer shall keep an accurate account and balance sheet of all club funds.
- 33 The Treasurer shall be responsible for the keeping of all club-banking accounts. Two other members of the Executive will be signatories to this account. At least two signatures are required to withdraw from the account.
- 34 The Treasurer shall submit an annual financial report to the Annual General Meeting.
- 35 The Treasurer shall be responsible for collecting of all registration fees.

REGISTRAR

- 36 The Registrar shall ensure that all players are registered with the club prior to District registration.

- 37 The Registrar shall ensure that all players prior, to registration with the Balmain Junior League, have paid club fees, and if new players have a birth Certificate and Medicare registration number.
- 38 The Registrar shall ensure that all club official i.e. Coaches, managers and Trainers are registered with the Balmain District.
- 39 The Registrar will liaise with the Balmain District Registrar and ensure all relative books and cards are filled out correctly.

ASSISTANT REGISTRAR

- 40 The Assistant Registrar shall assist the Registrar in all the required duties of the Registrar.
- 41 The Assistant Registrar shall fulfill the duties of the Registrar in the absence of the Registrar at any meetings.

GRIEVANCE OFFICER

- 42 The Grievance Officer shall handle all issues relating to grievances from Committees, Coaching Staff, Players and Parents in order to bring the best beneficial outcome for the club.
- 43 The Grievance officer shall advise the Executive Committee of any such occurrences in a timely fashion.
- 44 If the Grievance officer is unable to settle the issue with the persons involved satisfactorily, the issues will be elevated to the Executive, in writing, for a final decision.
- 45 The Grievance Officer should always approach problems from a neutral prospective. If the Grievance Officer is personally involved with the issue, then the Executive shall form a sub committee, to reach a final decision.

SECTION D MEETINGS

EXECUTIVE MEETINGS

- 46 The President and/or Secretary may arrange for Executive to meet and discuss club business and any topics which may require resolution.
- 47 The President shall, where possible, give members at least one weeks notice prior to the meeting.
- 48 The Secretary shall keep records of all Executive Meetings. A quorum for an Executive meeting shall be five members.
- 49 The Executive must meet at least once a month as a minimum between January to October.

GENERAL MEETINGS

- 50 General Meetings are open to all club members and supporters.
- 51 Dates for General Meetings are usually set down at the commencement of the year. These dates may alter during the year in which case, the Executive must inform all members of the club of the changed date and or venue at least one week prior to the meeting.
- 52 A quorum for a General Meeting is five members.
- 53 The Agenda for a General Meeting shall be as follows,

Apologies
Minutes from the previous meeting
Business arising from the minutes
Correspondence
Treasurer's report
Balmain District report

Registrars report
Team reports
General Business

- 54 At least one person associated with the team preferably, coach, manager or trainer should represent all teams.
- 55 In matters, which require resolution by voting, each member shall have one vote only. Executive members who may hold more than one position are limited to one vote. The President has the casting vote in case of a drawn vote.

ANNUAL GENERAL MEETINGS

- 56 The Annual General Meeting is held on a date after the completion of the playing season.
- 57 The Executive must give all members at least fourteen days notice of the time and venue of the Annual General Meeting.
- 58 A quorum for an Annual General Meeting shall be ten members.
- 59 The Agenda for an Annual General Meeting shall be as follows,

Apologies

Minutes of the previous AGM
Business arising from the minutes.
Correspondence.
President's report.
Secretaries report.
Treasurer's report and annual statement of accounts.
Election of Executive positions for the following year.
General Business

- 60 Members, over the age of eighteen, may nominate for Executive or sub-committee position within the club. All nominations for such positions must be in writing (addressed to the Secretary) at least seven days prior the Annual General Meeting.
- 61 Members must have attended at least four meetings during the year to qualify for voting rights at the Annual General Meeting unless they are a Coach, Trainer or Manager in the current year (as they are deemed to have donated sufficient time to the club).

SECTION E TEAM OFFICIALS

- 62 Team officials shall be Coach, Manager and Trainer (s).
- 63 Members who wish to apply for positions as team officials should apply in writing (addressed to the Secretary). The Executive will then decide on appointments. Team officials are to show, at all times, an example of sportsmanship and fairness in their direction and leadership of the players under their care.
- 64 Team officials must advise all players of cancellation or change of time or venue to training sessions and games.
- 65 A team official must remain with any player at the conclusion of training sessions until the player is collected.
- 66 All team officials should be financial Members.
- 67 All team officials must be registered with the Balmain District Junior Rugby League.
- 68 At least one team official should attend club general meetings or offer apology.

COACH

- 69 All international coaches (Under 13's and up) must hold a NSWRL Level 1 Coaching Certificate.
- 70 All Mini and Mod Coaches (Under 6's to Under 12's) must hold a suitable accreditation from Balmain Junior League.
- 71 The coaches should strive to update their knowledge and technique in the coaching of their players.
- 72 Coaches will instruct their players to show respect to the referee, game officials, team-mates, opposition players and spectators at all times.
- 73 Coaches should replace any player whose actions on the field are destructive to the image of the club or team.
- 74 Coaches are to meet with the Director of Coaching at least twice during the season and discuss training methods. The Director of Coaching will be available at all times to assist the coach if required.

MANAGER

- 75 The Manager is responsible for all communication between the Club, the Executive and all members of his team.
- 76 The Manager shall be responsible for all gear issued to the team and shall arrange for the cleaning and maintenance of all such gear.
- 77 The Manager shall ensure all team members are properly attired in the Club playing strip at each match.
- 78 The Manager shall monitor the conduct of all team members and supporters, any incidents of offensive behavior, at any time, should be reported to the Executive.
- 79 The Manager should ensure all players and team officials are correctly registered with the Balmain District Junior Rugby League.
- 80 The Manager shall be responsible for the promotion, distribution and collection of all fundraising items and notices, which the club may issue.
- 81 The Manager will contact the Secretary on the Sunday night of the weekends round of football and inform him/her of the game result.
- 82 The Manager will contact the Publicity Officer on the Monday night after the weekend's round and give him/her a team report.

TRAINER

- 83 The Trainer shall assist the Coach and Manager at training sessions and matches.
- 84 The Trainer will attend any first aid courses which the Club shall provide and shall update their knowledge of first aid whenever possible.
- 85 The Trainer shall be responsible for all equipment necessary for administering aid to players during matches.
- 86 The Trainer must comply with the Balmain District Junior Rugby League rules regarding on field trainers behaviour and on accreditation.

SECTION F PLAYERS

- 87 Players must show the highest respect for the Team Officials of their team and their conduct, at all times, and must not be contrary to the image and goodwill of the Club. Failure to do so will result in the player appearing before the Executive to explain their actions.
- 88 Players are to attend all training sessions. All absences are to be reported to the Coach or Manager before the training session.
- 89 Players are to be attired in the appropriate Strathfield Raiders football jersey, shorts, socks and boots during a game.
- 90 Players are to pay registration fees on the set registration day.

- 91 Players should contact their Coach, Manager or an Executive Member regarding any problem, which may arise as a result of being a member of the Strathfield Junior Rugby League Club.
- 92 Players should arrive for their games at least thirty minutes prior to the set time for the commencement of their game.

SECTION G PARENTS AND SUPPORTERS

- 93 Parents should advise the Team Manager, or Grievance Officer or a member of the Executive of any problems which may arise as a result of their child playing for the Club. If required a special meeting with the Executive may be arranged to discuss the problem.
- 94 Parents and Supporters are expected to attend social functions and support any fund raising activities, game day rosters, field setup, canteen duties, BBQ duties, which the Club may arrange from time to time.
- 95 Parents are expected to support the team their child plays for by attending matches whenever possible.
- 96 Parents and Supporters are to support their team in a positive manner. Any unseemly behavior while supporting this Club will not be tolerated and those guilty will be asked to explain their behavior to the Executive and may lead to the deregistering of their child.
- 97 Parents are expected to deliver and pick up players from training sessions at the scheduled times for the sessions.

SECTION H TEAM SELECTIONS

- 98 The maximum number of registered players in a single team will be determined by the guidelines set out by the Balmain District Junior Rugby League. In the event of a single team having more players than the BDJRL recommend, consideration will be given to players who have been with the club for the previous season(s). In the case of a team coach and manager requesting numbers above this limit, an application in writing to the Executive and the BDJRL for consideration. Every effort will be made to find a club for those that cannot be placed in one of our teams.
- 99 The table below shows the minimum number of registered players required in an age group before the Executive will consider entering two teams in that age group as well as the Maximum Registered players allowed in any age group.

<i>Age Group</i>	<i>Minimum Registered Players</i>	<i>Maximum Registered Players for one team</i>
Mini League (6 – 8)	18	12
Mod League (9 – 11)	24	15
International League (13 – 21) Mod League (12)	32	18

- 107 If two teams are entered in a particular age group, they will be split using the following criteria:

Mini League – Boys that have played previously with the Strathfield Raiders will remain together where possible (at the Coaches discretion). Boys that are new to the club, but who have friends at the club will be allowed to play with those friends if numbers permit.

Mod League – (9, 10,11,12) Teams will be selected on merit with a consideration given to those boys that have been at the club for the previous three seasons. The Team Coach, Director of Coaching and one other independent club member nominated by the executive will make selections. All grading and rankings are to be documented in a form acceptable to the Executive. Should a child's parent nominate to play with a

particular friend, sibling or group of friends then those children will be graded on the lowest graded player within that group.

International League – (13, 14, 15, 16) Teams will be selected on merit with the consultation of the Director of Coaching, Team Coach and one other independent club member nominated by the executive.

International League – (18, 21,) In the event that an Under 16s team moves up to the Under 18s the next season, every attempt will be made to keep this team together with the same rule applying to 18s moving up to 21s. Players who would prefer to change from one team to another of course would be accommodated.

108 Players are required to play in their correct age group unless there are exceptional circumstances requiring them to play up an age group. In the event that players are required to play up an age group, prior parental consent is required in writing together with consent from the Director of Coaching and the Coach of the team that the child is registered in. In any event no child can play up to three years above their age group.

108A These are general guidelines and individual cases may be brought to the Executive Committee for consideration.

109 In the event that there is a dispute or a contentious grading issue then these are referred to the Executive Committee whose decision is binding and final.

109B In the event that the Club elects to enter a knock out Competition the Club will enter one team per age group into the knock out competition. The selection of the Team will be at the sole discretion of the Coach in that age group. If there is more than one Coach in that age group then the Executive will appoint the Coach to represent the Club in Knock out Competition.

SECTION I AWARDS

110 Major Awards

Senior Player of the Year (Under 13 to 21)

Mod Player of the Year (Under 9 to 12)

Mini Player of the Year (Under 6 to 8)

111 Minor Awards

Two Trophies shall be awarded to each team at the discretion of the Team Officials.

112 The Coach of the team will select the player to receive the “Best and Fairest Trophy “ and the players themselves will select the player to receive the “Players Player Trophy”

113 All players will receive a memento for playing with the Club.

SECTION J CLUB MEMBERSHIP

A Club member is defined as anyone who meets the following criteria.

1. A current financial member of the Club. A current financial member must pay an annual fee of \$10.00 inclusive of GST which may vary from time to time. To have voting rights you must pay the membership fee prior to the 30 June of the current year and you must have attended four general meetings prior to the AGM.

SECTION K LIFE MEMBERSHIP AND 5 & 10 YEAR SERVICE AWARDS

Consideration for Club Life Membership will be given to those who meet the following criteria.

4. Be founding members and/or five years consecutive service to the club.
5. The nominee is over 18 years of age.
6. The Secretary with details of the nominee's service receives a nomination for life membership from another club member.
7. A signed secondary nomination from a club member.

Nominations must be presented to the Secretary two weeks before the clubs Presentation Day. All nominations received will be publicized on this day.

A vote on the nomination will then be held at the Annual General Meeting, which will take place at some point after Presentation Day. A majority vote of 75% will be required for the nominee to be granted life membership.

5 and 10-Year Service Awards

A medallion will be awarded to any player who plays for the club for 5 consecutive seasons.

A significant memento will be presented to any player who plays for the club for 10 consecutive seasons.

If a player has registered for the club, but is unable to be placed in a team due to no team being entered in that particular age group, he may still be considered for such an award upon returning to the club and completing his 10 years service.

In the case of a player missing a season due to exceptional circumstances, the committee may use its discretion when deciding eligibility for such awards.

A player who does not pay his registration fees will not have that year's service counted towards any such award.

SECTION L CONCLUSION

- 114 _ Executive has the right to make adjustments to this code. This, however, may only be done at an Executive Meeting. All Club members would then be notified of any such changes as soon as possible.